
PROCEDURE FOR FACILITIES MANAGEMENT

1.0 Purpose

This procedure provides guidance to Brookhaven Site Office (BHSO) personnel for the oversight of the following area under Facilities Management:

- Real Property Asset Management
- Energy and Utilities Management
- Maintenance Management
- Excess Facilities
- Site-Wide Planning

2.0 Definitions

Definitions are provided within the Orders of the References below.

3.0 References

- 3.1 DOE Order 430.1B, Real Property Asset Management (RPAM)
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/430/o4301b.pdf>
- 3.2 DOE Order 430.2A, Energy and Utilities Management (EUM)
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/430/o4302a.pdf>
- 3.3 BHSO FRAM, Functions, Responsibilities and Authorities Manual
- 3.4 Office of Science, Infrastructure Division web-site
<http://www.sc.doe.gov/sc-80/sc-82/>

4.0 Responsibilities

The responsibility of the Brookhaven Site Office (BHSO) is defined in the "Responsibilities" Section of each of the Order. The following will identify the responsibilities within BHSO.

- 4.1 The Brookhaven Site Office Manager or designee shall:
 - 4.1.1 Ensure proper resources are made available to implement the requirements of RPAM, and EUM.
 - 4.1.2 Interact with DOE Program Offices and Stakeholders to ensure mission needs and guidance are carried out under the RPAM, and EUM Orders.
 - 4.1.3 Provide direction and guidance to the BHSO staff on the implementation of the Orders.

- 4.1.4 Serve as an active member in senior Committees such as Site-wide Master Planning Committee and the development of the Ten-Year Site Plan
- 4.1.5 Lead in the development, negotiations, and assessment of performance measures related to Facilities Management between DOE and the Managing and Operating (M&O) contractor
- 4.2 The Project Management Division (PMD) Director or designee shall:
 - 4.2.1 Evaluate and determine staffing needs to comply with the requirements of the DOE Orders.
 - 4.2.2 Assign staff and to ensure balance of resources to perform the necessary oversight as specified in the Orders.
 - 4.2.3 Ensure the PMD staff or project team members assigned to the functions are properly trained
 - 4.2.4 Oversee and evaluate the effectiveness of the staff or project teams assigned to perform the work.
 - 4.2.5 Participate in various Committees as necessary related to issues within the Orders
 - 4.2.6 Develop, negotiate and evaluate Contractor's performance measures and assessments
- 4.3 The DOE Federal Facilities Manager (FM) or Project Manager (PM) shall:
 - 4.3.1 Serve as the Line Manager and single point of contact for all issues as assigned by the BHSO Division Director.
 - 4.3.2 Track progress of issues where PMD has programmatic responsibility as indicated in the Orders. Ensure the review and approval of the Ten Year Site Plan (TYSP).
 - 4.3.3 Participate in various Committees as necessary related to the Orders such as project prioritization; Ten Year Site Plan; Energy and Utilities Committee; and Architectural Committees.
 - 4.3.4 Coordinate, review and respond to the request for information from the Program Secretary Office (PSO) adequately and timely.
 - 4.3.5 Participate in the development, negotiation and evaluation of performance measures related to Facilities, Energy and Utilities Management

- 4.3.6 Ensure the Facility Information Management System (FIMS) is current and accurate. Participate in the Validation process.

5.0 Procedure

5.1 Site Planning and Real Property Management:

- 5.1.1 Participate in the development and the updating of the Ten-Year Site Plan (TYSP) as identified in DOE O 430.1B.
- 5.1.2 Ensure all elements of Sections 4a (Planning) & 4b (Real Estate) of DOE O 430.1B are addressed.

5.2 Budgeting

- 5.2.1 Review and ensure that the annual budget call guidance associated with facilities, maintenance and site construction is met. The guidance is published annually and issued by the HQs' Chief Financial Officer (CFO) titled FYXX Budget Formulation Handbook.
- 5.2.2 The assigned FM or PM shall ensure the requirements in the Budget Formulation Handbook are met. Evaluate the unfunding risk and take appropriate action if needed.

5.3 Maintenance

- 5.3.1 Ensure BNL complies with Section 4d of DOE O 430.1B.

5.4 Project Prioritization:

- 5.4.1 Review and evaluate Laboratory's project prioritization method used ensure consistency with the DOE guidance.
- 5.4.2 Recommend subject experts from PMD and OMD to BHSO senior management to participate in the Laboratory's Planning, Project and Programming (3PBP) process to evaluate and prioritize projects for funding.

5.5 Acquisition, Disposition and Long Term Stewardship

- 5.5.1 Ensure that the Laboratory complies with Sections 4c, Acquisition, and 4e, Disposition and Long Term Stewardship, in DOE O 430.1B.
- 5.5.2 Ensure any transfers or excess of real property are coordinated with the DOE CH Office and the appropriate Program Offices.
- 5.5.3 All Real Property activities such as acquisition, disposition, transfers, leasing or right-of-ways, shall be coordinated through the Certified Real Property Specialist at the DOE Chicago office.

END

Preparer: _____ Date: _____

Procedure Coordinator Review ☐ Date: _____

Division Director Approval: _____ Date: _____

Deputy Site Manager Concurrence: _____ Date: _____